
	<p align="center"><b>COUNTY OF SAN BERNARDINO</b></p> <p align="center"><b>STANDARD PRACTICE</b></p>	NO 3-1.13	ISSUE 3/28/02
		BY Lawrence Vasquez	PAGE 1 OF 2 EFFECTIVE 10/95
DEPARTMENT	BEHAVIORAL HEALTH	APPROVED  Rudy Lopez, Director	
SUBJECT	MANDATORY ORIENTATION & TOUR OF D.B.H. FACILITIES FOR NEW EMPLOYEES		

**I. PURPOSE**

To inform those responsible for hiring new employees of the requirement that all new employees attend Department of Behavioral Health (DBH) Orientation and to outline the procedures to be followed to sign staff up for both Orientation and the Orientation Tour of the Department.

**II. PROCEDURE**

- A. Following the selection and approval for hire of all new employees, including contract staff, the payroll office should be contacted immediately to confirm the date of hire.
- B. Payroll will maintain a centralized roster of names and start dates for all employees. Start dates are to be consistent with the first day of the pay period. When possible, contract employees should also be scheduled to start work on the first day of a pay period and to attend orientation in the same manner as other employees. When this is not possible, the contract employee may begin work on the Board approved date and attend the next scheduled orientation.
- C. Payroll will schedule the employee to attend both County orientation and DBH orientation. All new employees are required to attend both the full-day County orientation and the 4-Hour DBH orientation. County orientation is held on the first Monday of each pay period, and DBH orientation is held on the first Tuesday of each pay period at 8:00 a.m. in the Behavioral Health Resource Center.
- D. Payroll staff will keep the Community Outreach Services (COS) Secretary informed of the number of employees scheduled. DBH orientation is conducted by Payroll staff. If fewer than 5 employees are scheduled to attend DBH orientation, Payroll staff may cancel that orientation. In such cases, new employees will be required to attend the next scheduled orientation.
- E. Newly hired clinicians are **required** to attend a one-day tour of the Department. This is scheduled to occur monthly and is conducted by COS staff. The tour is open to all new employees but is **mandatory** for clinicians. New employees may sign up for the next available tour at DBH orientation or by calling the COS Secretary at 421-9340.

- F. Supervisors are responsible for ensuring that new employees attend both County and DBH orientation, and that newly hired clinicians attend the DBH tour of selected facilities. Supervisors are also responsible for ensuring new employees complete the **"New Employee Check-off List"** (See Attachment 1) and **attaching it** to the employee's first Work Performance Evaluation (WPE) due in pay period #4.

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## **NEW EMPLOYEE CHECK-OFF LIST**

The checklist is to be completed and provided to your supervisor by your first work performance evaluation (WPE):

Name \_\_\_\_\_ Job Title: \_\_\_\_\_

Date employed: \_\_\_\_\_ Date of County Orientation \_\_\_\_\_

I attended the DMH employee orientation on: \_\_\_\_\_

Assigned Job Site: \_\_\_\_\_

Tour date: \_\_\_\_\_ Tour sites visited: \_\_\_\_\_

I have received and/or read copies of the following:

- |  | <b>YES</b>               |
|--|--------------------------|
| (1) Department of Behavioral Mission Statement                               | <input type="checkbox"/> |
| (2) Cultural Competency Mission  | <input type="checkbox"/> |
| (3) County personnel rules   | <input type="checkbox"/> |
| (4) Policies   |                          |
| (a) Sexual harassment  | <input type="checkbox"/> |
| (b) Conflict of interest and disclosure statement                            | <input type="checkbox"/> |
| (c) Patient's rights   | <input type="checkbox"/> |
| (d) Confidentiality  | <input type="checkbox"/> |
| (5) Health & Safety information  | <input type="checkbox"/> |
| (6) Disaster information   | <input type="checkbox"/> |
| (7) Overview of the Department of Behavioral Health                          | <input type="checkbox"/> |
| (8) Personnel procedures (TLR, EAP, Health Benefits, etc.)                   | <input type="checkbox"/> |
| (9) Orientation on job with supervisor                                       | <input type="checkbox"/> |
| (10) Completed license waiver, if applicable                                 | <input type="checkbox"/> |
| (11) Mandatory training (i.e. driver awareness, care of back)                | <input type="checkbox"/> |
| (12) Reviewed Standard Practice Manual                                       | <input type="checkbox"/> |
| (13) Received MOU  | <input type="checkbox"/> |
| (14) Reviewed clinic manual  | <input type="checkbox"/> |
| (15) Keys and instructions regarding building access and lock, if applicable | <input type="checkbox"/> |

I have read, discussed and understand my responsibility for compliance with the policies listed above.

Comments: Please share any comments or suggestions for new staff orientation on reverse.

\_\_\_\_\_

\_\_\_\_\_

Employee Signature

Date

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Supervisor's Signature

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Date

cc: Employee  
Supervisor  
Personnel File